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# Terms of Reference

**ENERGY EFFICIENCY INVESTMENT FRAMEWORK -CONSULTANCY SERVICES - Advisor for Energy Efficiency**

## Background

*<Rationale for the project, energy sector in the country, energy demand, aims of the project, project components.>*

## Objective

The objective of the project is to provide support to the Energy Efficiency Department at the Ministry of [Energy in the country] in all aspects related to Energy Efficiency initiatives at the Ministry of [Energy in the country].

## Scope of Work and Detailed Tasks

The services of the Consultant shall be as follow:

Task 1: Assist the EE Department on all strategic, operational and technical issues related to RE;

Task 2: Prepare a mid-term-strategy and assess the EE Action Plan including the introduction of different funding options, support programs;

Task 3: Execute and manage the Public Awareness Media Action Plan;

Task 4: Prepare EE business plan and annual operational budget;

Task 5: Prepare guidelines and procedures to implement, monitor and evaluate EE projects & programs;

Task 6: Liaise with other relevant stakeholders for successful operations of EE projects/programs;

Task 7: Prepare quarterly progress reports to be used internally & for concerned Donors;

Task 8: Provide training to the EE Department staff in the field of projects’ assessment.

## Resource Requirement

The Ministry of [Energy in the country] is seeking to recruit a Consultant with experience in Engineering,, Finance, or Economics. The selection will be based on the following criteria:

* Graduate degree (Masters) in Engineering, Finance, or Economics. 5+ years of experience in Engineering, Finance, or Economics.
* Experience in working in the energy sector; specifically in the field of Energy Efficiency.
* Fluency in both [language] and [language] written and conversation;
* Strong reporting skills.

## Duration of Assignment and Deliverables

The total assignment duration will be for six months commencing on [date] and completed by [date].

The EE Advisor will be located in the Ministry of [Energy in the country], and may also work in collaboration with other departments at the Ministry.

The Consultant shall prepare bilingual documents of all the deliverables.

## Reporting Requirements

This contract will be on time-based basis and the Consultant shall deliver the [reports] and deliverables as part of this Consultancy assignment.

The Consultant will also be required to conduct additional tasks depending on the emerging requirements at the Energy Efficiency department and based on the client’s request.

The Consultant will report to the Director of EE department and will coordinate with other relevant departments at the Ministry as needed.

## Payment Schedule

The contract shall be a time-based contract and the Consultant will be paid monthly in arrears. A time sheet and invoice must be submitted to the Director of EE department at the Ministry of [Energy in the country] by the last day of each month.

Fees will be paid on the basis of a five day working week. Weekend work is not permitted unless agreed in advance with the EE department on each occasion. If part of a month is worked, invoicing must be on a prorata basis.

All payments shall be approved and processed upon review and approval by the Client for requested related deliverables.